

**AGENDA
PEDESTRIAN & BICYCLIST COMMITTEE
APRIL 7, 2020**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

MARCH 5, 2020

PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
THURSDAY, MARCH 5, 2020
WHIPPLEPLACE BUILDING SUITE 385, 20 WEST PARK STREET, LEBANON
7:00 PM

MEMBERS PRESENT: Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Alex Belenz (Alt);

MEMBERS ABSENT: Karen Zook (Planning Board); Clifton Below (Alt); Sarah Cysl Akhtar

STAFF PRESENT: Rebecca Owens (Associate Planner); James Donison (Director of Public Works)

1) CALL TO ORDER:

Chair Smith called the meeting to order at 7:05 PM. Alex Belenz was appointed to serve as a regular member.

2) APPROVAL OF MINUTES: February 4, 2020

There was a discussion of amendments followed by a discussion of the expectations for the minutes. Pros and cons of detailed notes and of short summaries in the minutes were brought up. Members are aware that the minutes are now being created by a volunteer, and may not need to be as detailed as they have been in the past. Starting tonight there will be a rotating committee volunteer to take the minutes at each meeting.

Mr. Belenz MOVED to approve the minutes as amended below.

Seconded by Mr. Heistad.

Approved unanimously, 6 yes.

Amendments:

P2 line 47, replace Keller with Kelleher

P3 line 29, delete "Masonic Temple"

All pages where occurring: replace Belenz with Belenz

3) OPEN TO THE PUBLIC:

1) Taken out of order to accommodate schedule of our guest.

The committee welcomed Jim Donison, Director of Public Works. Jim presented updates on several ongoing and upcoming items.

- Street sweeping will be done by BDM sweeping between mid April and May 25 as part of a multi-year contract. Mr. Donison will request that street sweeping get done by the end of April in the future.
- Striping. The 2020 pavement markings proposal is going out to bid, with planned striping between early May and late June. Mr. Donison showed the Street Scan program that the city used last summer to rank the conditions of all roads and sidewalks. He will present a 5-10 year roadway improvement plan to city council at the March 18 meeting, which will include bike and pedestrian infrastructure. A discussion followed regarding opportunities to improve street safety, including crosswalk bollards, restriping bike lanes and sharrows, and planned Spencer Street and Hanover Street improvements.
- Miracle Mile crossing. The pedestrian crossing of Rte 4 at the Miracle Mile will be going out to bid in April with work starting as early as late May. Mr. Heistad stated that additional improvements may be required to navigate the slope from the street crossing uphill to the Listen Thrift Store.
- CSO 13. This will be a short section of 12A near Romano Circle in West Lebanon. There will be no bike lanes but there will be 5 foot shoulders with 11 ft travel lanes.
- 12A paving. This will happen in May and will include new sidewalks to fill gaps between Airport Road and Walmart. Mr. Donison will look into widening the shoulders during repaving. There was a discussion of the desire for sidewalks in the Airport Road business district, however, the TIF district planning in that area does not include sidewalks.
- Middle School. The school would like to have a walking trail down to the rail trail. DOT is involved due to the crossing of State Route 4. There would be sidewalk along Moulton Avenue to the Rte 4 crossing, and a primitive walking path to the Lebanon Pool Trail.
- Dartmouth Coach access. Difficulties getting to Heater Road from downtown and from the bus station were brought up by Mr. Schnur and discussed briefly.

Ms. Owens updated the committee on the status of the new zip code bike racks that have been installed on the pedestrian mall downtown and at the Kilton Library in West Lebanon. Mr. Kelleher stated that businesses and organizations are pleased, and Ms. Owens shared a concern about the design of the bike racks as compared to official recommended standards. The committee expressed appreciation to DPW for their help in installing the racks. There was a discussion of next steps: parking bikes so that people know what it is for, getting them on social media, using now-extra rack from Kilton in a different location, having unveiling event.

4) STUDY ITEMS:

A. Updates from Other Boards

- Planning Office - Planning Staff

Ms. Owens stated that the 401 Mt Support housing project is on the next planning board agenda. This will be 300+ units, rented by bedroom, and the developer is asking to exceed maximum allowed parking. Further discussion raised unanswered questions about parking needs, shuttle service, access to AT bus stop and Mt. Support multi-use

1 trail, bike parking, and on site pedestrian circulation. The committee requests that the
2 project plans include a comprehensive circulation plan for within site and out of site (to
3 trails, sidewalks, pathways, etc)

4 • Safe Routes to School - Planning Staff/Police Staff

5 Ms. Owens said that she has tried to connect with the school district regarding the
6 modernization plans. There was a discussion of the challenges in communication with
7 the schools, and a desire for a school representative to come to committee meetings to
8 facilitate communication.

9 • City Council – Erling Heistad

10 Mr. Heistad stated that the council approved the unposted speed limit reduction to 25
11 mph last night.

12 • Police Reports - Alan Schnur

13 Mr. Schnur presented his analysis of crash data sourced from Lebanon Police
14 Department which now includes 2018 and 2019. He noted that there have been no
15 crashes involving bikes reported in 2018 or 2019, and there was a discussion about
16 whether or not this is likely to be accurate. Mr. Schnur presented table and graph
17 displays of crashes by year for 2006-2019 and noted that the average number of
18 crashes is increasing over time. There was discussion about possible influencers such
19 as population increase, traffic increase, and age of population. Mr. Schur presented
20 comparisons by month and noted that May and October had the highest number of
21 crashes. Comparisons by day showed that Fridays had the highest number. The
22 committee expressed appreciation to the police department for their providing the data
23 for the analysis. There was more discussion on additional information from Fire
24 Department EMS data not involving police reports that would be helpful.

25 • Mascoma River Greenway Coalition - Colin Smith

26 No updates. Mr. Belenz indicated that he will be fulltime with UVLSRPC soon and
27 potentially able to assist with a formal MRG utilization study.

28 • State of NH Updates – Alex Belenz

29 Mr. Belenz said that there are no changes to local/regional plans in the state's latest
30 ten year plan revisions. There has been no recent progress on the statewide pedestrian
31 bicycle plan. State rail trail plan work has begun and UVLSRPC has received a request
32 for data on local trails that they will be reaching out to the city for help with. The
33 UVLSRPC regional 120 corridor survey has so far resulted in almost 400 responses,
34 and surveys are now available for other corridors in the region.

36 • Rails to Trails-VACANT

37 No update.

38 • Planning Board/CIP Meeting - Karen Zook

39 No Report.

40 **5) OTHER BUSINESS:**

- 1 A. DPW Director Update and Bike Rack Update were included in 3) Open to the
2 Public. Safety communications plan was touched on. This month's goal was to
3 reach out to high priority collaborators. Ms. McCormick and Ms. Owens will get a
4 list sent out to the committee over email.

5
6 **6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:**

- 7
8 • Time street sweeping to happen by the end of April starting with 2021 (Mr.
9 Donison)
10 • Provide committee with number and location of existing crosswalk bollards (Mr.
11 Donison, Ms. Owens)
12 • Follow up with city engineer and Listen Thrift Store on pedestrian route to store
13 from planned Miracle Mile crossing (Ms. Owens)
14 • Plan meeting with Public Safety Committee to bring up lane width reductions
15 (Ms. Owens)
16 • Invite school board representative to an upcoming meeting (TBD)
17 • Check on bike rack locations and convey committee's request for comprehensive
18 circulation plan for 401 Mt. Support Road (Ms. Owens)

19 Include on agenda for next month

- 20 • Educ/Encouragement - Curb the Car Day, 2020, Friday, May 15
21 • Educ/Encouragement - Bike Rodeo 2020, Saturday, June 6
22 • CIP Projects
23 • Safety Communications Plan (standing agenda item)
24 • Grants (i.e. for bollards, other safety improvements)
25

26 **7) ADJOURNMENT:**

27
28 ***Mr. Belensz MOVED to adjourn the meeting at 9:10 PM.***

29 ***Seconded by Mr. Heisted***

30 **** The MOTION passed unanimously (6-0).***

31
32 Prepared By,
33 Marie McCormick
34 PBAC Member